



PRINCIPAL PROJECT ENGINEER

JC: 000255

PB: 8

FLSA: Exempt

BU: 95 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, manages and administers the District's highly complex engineering and project support operations and activities related to construction management and contract support; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the highest level of the professional Project Engineer series. Classifications at this level perform the highly and technical work and have a full understanding of the operating procedures and policies of the work unit. This classification is distinguished from the Project Manager in that the latter manages major engineering construction or equipment acquisition projects from conceptual planning through completion throughout the District.

REPORTS TO

Deputy Director, Group Manager, Engineering Manager or designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Plans, budgets, oversees, manages, administers and documents capially funded station projects from design phase through construction completion. Resolves design and construction errors.
2. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
3. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
4. Represents the District with full authority to enforce contract requirements; evaluates proposed contract changes; prepares independent engineering cost estimates of revised project scopes; inspects construction at substantial and final completion stages.

Principal Project Engineer

Page 2

5. Plans, oversees and manages design consultants and construction management consultants on assigned station projects. Prepares request for proposals; reviews and negotiate proposals; provides direction to consultants.
6. Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures; tracks schedules for projects.
7. Prepares analytical and statistical reports on assigned project operations and activities.
8. Performs reviews of consultant deliverables and coordinates reviews by stakeholders, both internally at BART and externally. Serves as project liaison internally at BART and externally at outside agencies. Resolves project issues; prepares and provides project reports.
9. Coordinates with outside agencies on areas of work within their jurisdiction; administers control of required documentation for construction contracts.
10. Prepares or reviews a variety of reports and correspondence on assigned construction projects including Inspector's Daily Reports, monthly and final completion reports, contract modifications and field or design engineering changes.
11. Prioritizes, assigns, supervises, and reviews the work of staff responsible for performing a variety of professional engineering, design or construction project duties.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.
13. Participates in the resolution of construction contract claim issues.

QUALIFICATIONS

- Principles and practices of engineering in assigned discipline area
- Principles and practices of project management
- Operations, services and activities of an engineering design and construction program
- Principles and practices of engineering cost estimating
- Methods and techniques of field measuring and testing
- Engineering contract administration principles and practices
- Materials and equipment methods utilized in engineering
- Terminology, methods, practices, and techniques used in related engineering report preparation
- Advanced mathematical principles
- Process implementation, optimization, and improvement
- Current office procedures, methods, and equipment including computers
- Specialized computer programs or systems utilized in construction engineering design including CADD
- Related building codes, regulations and provisions
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

Principal Project Engineer

Page 3

- Applying principles and practices in engineering design and construction in assigned projects
- Interpreting and explaining District policies and procedures
- Preparing clear and concise reports
- Interpreting and preparing revisions to engineering plans, drawings, and specifications
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Engineering or a related field from an accredited college or university.

Experience:

Five (5) to seven (7) years of construction project management, engineering project management or related experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; travel from site to site; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; Must possess sufficient mobility to perform field inspections and investigations.

BART EEO-1 Job Group: 3000 – Engineers
Census Code: 1530 – Miscellaneous Engineers
Safety Sensitive: No